



**Town of Parachute, Colorado  
Regular Municipal Election  
Tuesday, April 5, 2022  
Council Member / Mayor Candidate Packet**

Lucy Spalenka  
Parachute Town Clerk  
Updated January 2022

**TOWN OF PARACHUTE**  
**MUNICIPAL ELECTION - APRIL 5, 2022**  
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## Town of Parachute, Colorado

222 Grand Valley Way

Parachute, CO 81635

[lspalenka@parachutecolorado.com](mailto:lspalenka@parachutecolorado.com)

[townofparachute.colorado.gov](http://townofparachute.colorado.gov)

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Phone: (970) 665-1144

To Town of Parachute Council Member Candidates:

The enclosed materials have been prepared by the Parachute Town Clerk's Office for use by Council Member candidates in the Town of Parachute regular municipal election, which will be held **Tuesday, April 5, 2022**. Included are a summary of the basic requirements associated with the election, a listing of critical election dates, and all forms required for participation in the election.

The Town of Parachute's regular municipal election will be conducted as a mail ballot election. The designated Drop Off location will be the Parachute Town Hall (located at 222 Grand Valley Way), from 8:00 a.m. to 5:00 p.m. The ballot will ask voters to consider candidates for the five Council Member positions and the Mayor position.

Nomination petitions may be picked up at the Town Hall on Tuesday January 4, 2022 and circulated that same day. A minimum of twenty signatures from registered voters residing within the Town limits is required in order to establish candidacy. Completed nomination petitions, along with a signed Affidavit of Circulator form and Acceptance of Nomination form are due in my office on Monday, January 24, 2022 by 5:00 p.m. A drawing by lot will be held in Town Hall at the Town Council regular meeting at 6:30 p.m. on Thursday, February 17, 2022 to determine the order candidates will be listed on the official ballot. Either the candidate or a representative appointed by the candidate may be present.

If a candidate chooses to accept outside contributions for campaigning purposes (resources other than candidate's personal funds), he/she must comply with the Fair Campaign Practices Act's reporting requirements which stipulate that the necessary forms be filed in duplicate in the office of the Parachute Town Clerk immediately following the occurrence of the contribution.

If you have any questions after reading the enclosed materials, please call me at 970-665-1144. Good luck!

Sincerely,

Lucy Spalenka, Town Clerk

## **1. GENERAL ELECTION INFORMATION**

The Town of Parachute regular municipal election will be held on April 5, 2022. At this election, eligible persons registered to vote, up to and including Election Day, will have the opportunity to vote for 5 Council Members and the Mayor. Qualified voters must have resided within the Town's limits and be properly registered with the Garfield County Clerk. Voter registration material is available at the Parachute Town Hall. The designated Drop Off location for the election is the Parachute Town Hall from 8:00 a.m. until 5:00 p.m. Monday – Thursday and from 7:00 am to 7:00 pm on Election day.

The Town of Parachute is a Home Rule Municipality whose actions are governed by the Colorado Revised Statutes (C.R.S.) Election rules covered in Title 31 - Municipal Election Code of the Colorado Revised Statutes (C.R.S) AND the Parachute Home Rule Charter. A complete set of Colorado Revised Statutes are available for review at the Town Hall.

The three candidates receiving the highest number of votes elected to the Town Council will serve four-year terms of office, the two candidates receiving the fewest votes will serve two year terms. The term commences at the first regular Council meeting following the date of election. All municipal elections are nonpartisan and nomination is accomplished by petition.

In the event a Council Member's seat is vacated during the elected term, the term of the then-appointed Council member shall expire at the next regular election.

The Parachute Town Council meets on the 3<sup>rd</sup> Thursday of each month at 6:30 p.m. in the Parachute Town Hall. Special meetings and workshops are additionally scheduled throughout the calendar year.

This election will be conducted as a mail ballot election, utilizing paper ballots. There is one Drop Off location for the Town of Parachute, located at the Parachute Town Hall 222 Grand Valley Way, and will be open from 7:00 a.m. until 7:00 p.m. on Election Day.

After the election, successful candidates will be sworn in at the first regular meeting of the Town Council following the date of the election.

**Term Limits:** The Mayor and members of the Town Council shall be limited to three (3) consecutive four (4) year terms in office. Terms shall be considered consecutive unless they are at least two years apart. If a vacancy in office occurs after a Mayor or member of the Town Council has been disqualified because of this limitation, that individual will be eligible to fill the vacancy if no other candidates or applicants run or apply for the position.

## **2. QUALIFICATIONS TO HOLD MUNICIPAL OFFICE**

Persons wishing to run for Parachute municipal office must meet the following criteria:

1. U.S. citizen
2. At least 18 years of age
3. Resident of Parachute at least 12 consecutive months preceding date of election
4. Registered elector
5. Maintains residence throughout term of office

## **3. NOMINATION PROCEDURE**

Candidates for municipal offices shall be nominated “at large”, without regard to political party affiliation or geographic location. Municipal candidates are all nominated by petition. Nomination petitions must be filed in the Town Clerk’s office **no later than 5:00 p.m. on Monday, January 24, 2022**

Each nomination petition shall be completed with the name of the candidate as he/she wishes it to appear on the ballot, the candidate’s place of residence, and the office being sought.

Candidates may use a nickname, but may not use any title or degree designation with the business or profession of the candidate.

**Withdrawal from Election:** Candidates may withdraw from the election by submitting a written affidavit to the Town Clerk stating their withdrawal no later than 5:00 p.m., Tuesday, February 1, 2022.

## **4. WRITE-IN CANDIDATES**

Write-in candidate votes will not be counted unless an Affidavit of Intent has been received. An Affidavit of Intent of Write-In Candidate must be submitted to the Town Clerk no later than 5:00 p.m. Monday, January 31, 2022.

## **5. CIRCULATION OF NOMINATION PETITIONS**

The candidate may circulate his/her own petition.



Each nomination petition can only be circulated by one person.

Nomination petitions **cannot be left unattended** by the circulator.

The circulator **must witness** and certify by affidavit that each signature is the signature of the person whose name it purports to be, and that each signer has stated to the circulator that he is a registered elector of the municipality for which the nomination is being made.

The nominating petition must contain 20 signatures of registered electors residing within the town limits of the Town of Parachute. Notwithstanding the provisions of the Colorado Municipal Election Code, a registered elector may sign any number of nominating petitions regardless of the number of separate offices to be filled in any municipal election. Each registered elector signing the petition must also print their name and **physical address** as it appears on their voter registration (**no P.O. Boxes**).

**It is advisable to obtain more than the required 20 signatures in the event a name is challenged, found to be ineligible, or otherwise eliminated.** Signatures will be verified by the Clerk. If signatures are eliminated by the Clerk resulting in fewer than 20 registered electors signing a petition, the petition circulator will have time in which to amend the petition. The last day to amend a nomination petition is Friday, January 29, 2022.

<b>First day petitions may be circulated:</b>	<b>January 04, 2022</b>
<b>Last day to file nomination petitions:</b>	<b>January 24, 2022</b>
<b>Last day to amend nomination petitions:</b>	<b>January 29, 2022</b>

## **6. VOTER REGISTRATION INFORMATION**

To be eligible to vote, one must be eighteen years of age, a citizen of the United States and has resided in this state for twenty-two days and in the Town of Parachute immediately preceding the election.

Voter registration forms are available through any municipal or county clerk's office or in Town Hall.

**The last day to register to vote in this election is April 5, 2022.**

## **7. BALLOTS**

The position of names on the ballot is determined by lot. The drawing of names for the position on the ballot is conducted by the Clerk at Town Hall. The drawing by lot will be held at Town Hall at 6:30 p.m. on Thursday, February 17, 2022, to determine the order candidates will be listed on the official ballot. Either the candidate or a representative appointed by the candidate may be present.

## **8. ABSENTEE BALLOTS**

Individuals must request an absentee ballot in writing. Applications for absentee ballots are available at the Town Clerk's Office at the Parachute Town Hall, 222 Grand Valley Way, or by calling 970-665-1144. The Clerk will mail Absentee Ballots within 72 hours of receiving the ballots from the printer. Ballots are mailed approximately 22 days before the election.

## **9. FAIR CAMPAIGN PRACTICES ACT (FCPA)**

The reporting requirements of the Fair Campaign Practices Act apply to all Council Member & Mayoral candidates. All forms required by the Act must be filed with the Town Clerk.

***It is the responsibility of each candidate to become familiar with, and meet, the reporting and filing provisions of the Fair Campaign Practices Act (FCPA).***

A copy of the Colorado Fair Campaign Practices Act and is available online at:  
<https://www.coloradosos.gov/pubs/elections/CampaignFinance/home.html?menuheaders=5>

1. Included is the **Candidate Affidavit**, which a candidate is required to file with the Town Clerk within 10 days of becoming a candidate (at the time nomination petitions are received and certified by Town Clerk).

2. Included is the **Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds** which a candidate is required to file with the Town Clerk according to the following schedule:

This assumes that a candidate receives no outside contributions. If he/she chooses to receive contributions, a Report of Contributions and Expenditures must be filed with the Town Clerk.

3. Included is the **Statement of Personal Expenditures by a Candidate** for use by a candidate who has received any contributions (does not have a candidate committee), but has made expenditures of personal funds.

Please be aware that no campaign material can be placed within 100 feet of the Drop off location (The Parachute Town Hall) on Election Day, April 5, 2022

**\*DO NOT FILE FCPA FORMS ELECTRONICALLY. All FCPA forms in this election are filed with the Town Clerk.**

**Even if a candidate accepts no contributions, nor expends any funds, there are FCPA forms to complete.**

**Failure to comply with the requirements of FCPA could result in, among other penalties, disqualification from the election and from any election as a candidate for 4 years following conviction (CRS 1-45-113).**



**CANDIDATE ELECTION CALENDAR  
TOWN OF PARACHUTE REGULAR MUNICIPAL ELECTION  
APRIL 5, 2022**

<b>Date</b>	<b>Action</b>
3-Jan	Town Clerk shall have prepared and available form nomination petitions (92 <sup>nd</sup> day before election)
January 4	Nomination petitions may be circulated and signed beginning 91 <sup>st</sup> day and ending on the 71 <sup>st</sup> day prior to election day.
5-Jan	Applications for absent voter ballots may be filed with the Town Clerk not earlier than 90 days before the election.
January 24	Nomination petitions shall be filed with the Town Clerk no later than the 71 <sup>st</sup> day prior to the election.
January 29	Nomination petitions may be amended to correct/replace signatures the clerk finds not in conformity (66 days prior)
January 31	Last day for write-in candidate to file affidavit of intent. (64 days before date of election)
February 1	Nominated persons may withdraw (63 days before election)
February 18	Written comments for and against ballot issues to clerk (45 days before election)
March 14	Voter eligibility deadline (resident for at least 22 days)
March 14	Town Clerk begin mailing ballots to active eligible voters
March 14	Mail ballots must be made available at Clerk's office
March 15	FCPA Reports must be filed with Town Clerk (21-day requirement)
March 16	County Clerk and recorder shall submit to the town Clerk a supplemental list of registered electors (20 days before)
March 21	Last day to mail ballots to active eligible voters (15 days before election)
April 1	Last day to request absent voter ballot (close of business on Friday preceding election)

April 1	FCPA Reports must be filed with Town Clerk (Friday before requirement)
April 4	Last day for Town Clerk to provide election judges with registration list and all necessary election supplies
April 2-5	Time to apply for emergency absentee ballot
April 5	Emergency absentee ballot returned before 7:00 PM
April 5	Elector permitted to vote if registered to vote before or on the date of the election
April 5	<b><u>ELECTION DAY</u></b> . 7:00 a.m. to 7:00 p.m.
	Election judges must take oath of office before votes are cast.
	Request for emergency absentee ballot can be made before, and the ballot returned to the Town Clerk's office no later than 7:00 P.M.
	Election judges certify election results and post an abstract of the count of the votes at polling place for at least 48 hours after election
April 8	The Town Clerk and assistant shall meet, survey the returns, and issue a certified statement of results of the election (no later than 10 days after the election). 31-10-1201 and 31-10- 1205(1). Post certified statement of results and file with office of the Secretary of State. 31-10-1205(2).
May 5	FCPA Reports must be filed with Town Clerk (30 day after requirement)

NOTE: These dates are determined according to the Municipal Election Code. Failure to meet a deadline could result in a candidate disqualification. If you are unclear on a deadline, please contact the Town Clerk's Office 970-665-1144